



## STATE CONTROLLER'S OFFICE | PERSONNEL & PAYROLL TRAINING SERVICES

### STUDENT REGISTRATION INSTRUCTIONS

1. We will provide you a link to the **Training Events** screen (example shown below). The Training Events screen provides a list of all classes offered for the July through December 2015 semester. All classes are listed according to class date. Our system does not offer a sort feature to group classes. We apologize for this inconvenience.

#### Training Events

Events per page 50

PAR Documentation

Personnel & Payroll Services | Statewide Training

State Controller's Office

**PAR Documentation | July 6-7, 2015 | Sac | San Diego Rm**  
Monday, July 6, 2015 8:30:00 AM PDT - Tuesday, July 7, 2015 4:30:00 PM PDT  
Location: 300 Capitol Mall, Sacramento, CA 95814, 2nd Floor, San Diego Rm Prerequisites: Responsible for documenting PAR transactions and have four months experience documenting PARs. Attendees MUST bring their PAM to the class.  
Tags: [Featured Events](#) [On Demand Presentation](#)

2. Locate the class you would like to enroll your staff into and click the [Register](#) button.

**Register using Email**

Email Address \*

First Name \*

Last Name \*

Student Classification \*

Please confirm class. \*

Please confirm class date. \*

Please confirm class location. \*

Have the course prerequisites been met? \*  
☐ Yes  
☐ No

3. Scroll down the page to the [Register using Email](#) section.
4. Type the email address of the student you are enrolling in the [Email Address](#) field.
5. Type the first name of the student you are enrolling in the [First Name](#) field.
6. Type the last name of the student you are enrolling in the [Last Name](#) field.
7. Type the classification of the student you are enrolling in the [Student Classification](#) field.
8. Select the name of the class you are enrolling your student in from the [Please confirm class](#) dropdown menu.  
**Please confirm class. \***
9. Select the date of the class you are enrolling your student in from the [Please confirm class date](#) dropdown menu.  
**Please confirm class date. \***
10. Select the location of the class you are enrolling your student in from the [Please confirm class location](#) dropdown menu.  
**Please confirm class location. \***
11. In the ["Have the course prerequisites been met?"](#) question, select either [Yes](#) or [No](#). If [No](#), please **STOP** and enroll your student in the required prerequisite.



STATE CONTROLLER'S OFFICE | PERSONNEL & PAYROLL TRAINING SERVICES  
STUDENT REGISTRATION INSTRUCTIONS

Department/Agency \*  
--Select Answer--  
Preparer's Full Name \*  
Preparer's Email \*  
Preparer's Phone Number  
Submit Reset

12. Select your department/agency from the [Department/Agency](#) dropdown menu.

**Department/Agency \***

--Select Answer--

13. Type the full name of your [Training Coordinator](#) in the [Full Name](#) field.

14. Type the email address of your [Training Coordinator](#) in the [Email Address](#) field.

15. Type the phone number of your [Training Coordinator](#) in the [Preparer's phone number](#) field.

16. Click the [Submit](#) button to complete registration.

In case of error, clear all entries by clicking the [Reset](#) button.

Note that your entry will **not** be submitted if you do not click the [Submit](#) button.

17. Once your registration is submitted, a [Confirmation Page](#) will display.



**[For Instructor-Led Class Registrations:](#)**

Please do **NOT** attempt to register more than **FIVE** students per class date per agency.

Do NOT attempt to register more than FIVE students per class, per agency. If more than five students from your agency are registered, only the first five meeting the prerequisite requirements will receive training confirmation.

18. To register your next student, click the link located at the bottom of the [Confirmation Page](#).

Please inform your staff that they will receive an email within two to three business days upon enrollment **approval**. When the student receives the enrollment approval email, ask that they forward it to you for your records.

Do NOT assume your student is registered until they receive an email confirmation from PPST Training.

Please contact us at [PPSTTraining@sco.ca.gov](mailto:PPSTTraining@sco.ca.gov) if you have any questions.

Thank you,



State Controller's Office | Personnel & Payroll Training Services